



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

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BUILDING MAINTENANCE TECHNICIAN I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of skilled and semi-skilled duties in the maintenance and repair of District buildings and facilities; to operate a variety of tools and equipment; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Building Maintenance Technician I

This is the entry level class in the Building Maintenance Technician series. This class is distinguished from the Building Maintenance Technician II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

Building Maintenance Technician II

This is the journey level class within the Building Maintenance Technician series. Employees within this class are distinguished from the Building Maintenance Technician I by the performance of the full range of duties as assigned. Employees at this level receive

only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the "I" level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Building Maintenance Technician I

Receives immediate supervision from assigned supervisory or management personnel.

Building Maintenance Technician II

Receives general supervision from assigned supervisory or management personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform skilled and semi-skilled duties in the maintenance and repair of District building and facilities; trade areas include painting, carpentry, plumbing and electrical repairs.
2. Perform a variety of skilled carpentry work; fabricate and repair various structural elements including doors and door frames, windows and window frames, partitions, paneling, trim, shelves, cabinets and counters.
3. Operate a variety of hand and power tools in the course of maintenance functions including a saw, drill, ladder, hammer, air compressor, painting equipment, fork lift and truck.
4. Move office furniture with appropriate equipment; break down furniture by hand to facilitate moving; set up new work areas.
5. Adjust modular office components for needed space requirements; recommend new office configurations in order to maximize space requirements; construct interior walls and install suspended ceilings.
6. Change or replace rest room fixtures and drinking fountains including valve stems, washers and vacuum breakers; maintain fixtures in appropriate working condition.
7. Replace light bulbs, light tubes and flood lamps in offices and parking lots to maintain optimal lighting conditions.

8. Maintain parking areas; fill potholes, stripe lines and replace or install concrete bumpers; construct and set forms for concrete work; place and finish concrete.
9. Replace damaged ceiling tiles; paint building interior and exterior with appropriate tools and equipment; repair drywall including plastering, patching holes, fixing outside corners and painting.
10. Install vinyl, carpet and tile floor coverings, Formica, ceramic tile and marble counter tops and hydraulic and mechanical doors using appropriate tools and materials; perform minor lock repairs to ensure building safety and security.
11. Perform minor roofing repairs; patch holes, cracks, seams and wind damage.
12. Open District facilities and activate building entry systems to allow authorized personnel into the building; secure District facilities to close business operations; deactivate building entry systems to prevent unauthorized entry.
13. Estimate time, materials and equipment required for jobs assigned; order required materials, supplies and equipment.
14. Assist in the performance of recycling functions; collect recyclable materials from District facilities; separate materials by hand.
15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Building Maintenance Technician I

Knowledge of:

Basic practices and procedures of building maintenance and repair.
Basic methods, tools and equipment used in various building trades.
Occupational hazards and standard safety practices.

Ability to:

Perform a variety of routine building maintenance and repair functions.
Operate a variety of hand and power tools and equipment in a safe and effective manner.
Perform heavy manual labor.
Learn principles, practices and applications of a variety of specialized building

trades.

Learn pertinent federal, state and local codes, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

One year of building maintenance or repair experience.

Training

Equivalent to the completion of the twelfth grade. Additional specialized training in building trades or a related field is desirable.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

Building Maintenance Technician II

In addition to the qualifications for Building Maintenance Technician I:

Knowledge of:

Practices and procedures of building maintenance and repair.

Operational characteristics of tools and equipment.

Methods and techniques of installing floor coverings and surfaces.

Methods and techniques of installing and finishing drywall surfaces.

Methods, tools and equipment used in various building trades.

Methods and techniques of moving and installing modular system panels and components.

Principles, practices and applications of a variety of specialized building trades.

Pertinent federal, state and local codes, laws and regulations.

Ability to:

Perform journey level building maintenance and repair functions including painting,

plumbing, electrical and carpentry.

Learn principles, practices, methods and materials used in advanced skill trade areas.

Work independently in the absence of supervision.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of increasingly responsible building maintenance or repair experience equivalent to the Building Maintenance Technician I level.

Training

Equivalent to the completion of the twelfth grade supplemented by specialized training in building trades or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

WORKING CONDITIONS

Environmental Conditions

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases; work at heights on scaffolding and ladders.

Physical Conditions

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; bending, stooping, kneeling, crawling; operating motorized equipment and vehicles.